



Land Development Manual

Volume I, Chapter 1

Project Submittal Requirements

Section 3

Construction Permits - Grading and Public Right-Of-Way

May 2004

Development and Permit Information: (619) 446-5000
Appointments: (619) 446-5300
www.sandiego.gov/development-services

SECTION 3: CONSTRUCTION PERMITS - GRADING & PUBLIC RIGHT-OF-WAY**Introduction**

Construction permit review is a review of construction plans. With the exception of private encroachments within the public right-of-way, the review is a ministerial one in that the permit is approved if the regulations are met, or denied if the regulations are not met. This section covers submitted construction permit applications for grading on private property and the construction, reconstruction, or repair of improvements within the public right-of-way.

**Land Development Manual
Project Submittal Requirements**

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits – Structures
Section 3	Construction Permits – Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
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Section 6	Policy Approvals

Prior to beginning the preparation of a construction permit submittal, refer to “Important Steps to Project Approval” in Section 1 of this Manual for information that can save you time in the review process. Section 1 will also provide information to help you determine if other permits are required prior to the submittal for a construction permit.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist on the following pages identify the forms, documents, and plans that are required for construction permits for grading and work within the public right-of-way. The plan quantities indicated on the Submittal Matrix are estimated based upon project type. To establish exact quantities prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting. At the pre-submittal meeting, we will review the submittal for the project and determine the number of copies needed for review. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

The Approval Type for Grading and Public Right-of-Way Permits are broken down into subcategories, some of which are explained as follows:

General – Include most grading projects and those public right-of-way projects not listed as “minor” as described below, and are required to be prepared on a D-sheet drawing. Format sheets and drawing templates are available through our web site at:

<http://www.sandiego.gov/development-services/industry/standtemp.shtml>, or through our Records Section on the 2nd floor of the Development Services Center.

Self-Certification - is an abbreviated approval process for grading and public right-of-way projects as defined in Information Bulletin 570, “Grading and Public Right-of-Way Permits - Self Certification.”

Minor – Include smaller public right-of-way projects that can be shown on an 11” x 17” Construction Plan (DS-3179), such as non-standard driveway curb cut, removal and replacement of existing alleys or portions of existing alleys as long as the centerline and alley edge profiles are not altered, private underground utilities (wet or dry) perpendicular to the curb-line, minor encroachments into the public right-of-way or City easements, or community recognition signs.

Other minor public improvements can be reviewed over-the-counter as identified in Information Bulletin 165, “How to Obtain a Public Right-of-Way Permit for Standard Public Improvements.” Drawing templates are available through our web site at: <http://www.sandiego.gov/development-services/industry/standtemp.shtml> or through our Records Section on the 2nd floor of the Development Services Center.

Completeness Review

It is necessary to evaluate all projects being submitted to ensure that the minimum submittal requirements are provided in order for staff to review the project. This is known as the completeness review. In most cases, the completeness review may be done while you wait (see Consolidated Review for exceptions). Once it is determined that your submittal documents are complete and the appropriate plan check fees and deposits are paid, your application is deemed complete and distributed for review.

Consolidated Review

Development projects that require multiple related approvals (Grading Permit, Public Right-of-Way Permit, Encroachment Removal and Maintenance Agreement, map, easement, etc.) shall be submitted to the Development Services Department at the same time for a consolidated review. (See Project Submittal Requirements, Section 5 for the required documents for maps and easements.) A consolidated review will allow City staff to conduct a comprehensive and coordinated review of the project during the first review. This should help to reduce unnecessary review cycles, help avoid project conflicts and reduce review turnaround times. If you need to submit multiple approvals separately, a presubmittal appointment is required to discuss the best way to coordinate your project’s review. Phone (619) 446-5300 to schedule a presubmittal appointment. The presubmittal meeting for unconsolidated review will help staff set your project up so that all staff reviewers are aware of the different approvals as they move through independent review cycles.

If you have a major project that has already been approved for a phased development, please submit a detailed phasing plan showing your proposal to submit the separate phases while still satisfying the conditions of the original Tentative Map or Development Permit. Please use the multi-discipline Preliminary Review (see Information Bulletin 513) process to work out the details of your phased review prior to submission of the first unit or first phase.

Deferred Documents

There are circumstances when it may be appropriate to defer submittal of a required document. If you desire to do so, please make a pre-submittal appointment for staff to review your request and determine its impact on the review of your project. Approval by a specific review discipline and signing a deferred document agreement may be required.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, want some confirmation or voice a concern, you may request a second opinion. We guarantee a second opinion upon request.



City of San Diego
Development Services
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San Diego, CA 92101- 4153
www.sandiego.gov/development-services

Submittal Requirements Matrix Construction Permits - Grading and Public R.O.W.

APPROVAL TYPE

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)

See Minimum Submittal Requirements Checklist, Construction Permits - Grading and Public R.O.W. for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.

The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.

1.0 General Application Package	2.0 Construction Cost Estimate	3.0 Public Notice Package	4.0 Encroachment Exhibit Drainage Study	5.0 Geotechnical Study	6.0 Prior Discretionary Approval	7.0 Sewer Study	8.0 Structural Calculations	9.0 Water Study	10.0 Water Quality Technical Report	11.0 Grading Plan (D- sheet)	12.0 Construction Plan (DS-3179)	13.0 Maintenance Agreement	14.0 Public Improvement Plan (D-sheet)	15.0 Traffic Control Plan	16.0 Landscape Construction Plan	17.0 Fees [502]
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GRADING PERMIT

General (129.0602)	1	1		1		1	(8)	(3)	(2)	(3)	(1)		14	(1)		(14)	14	✓
Self Certification (Information Bulletin 570)	1	1		1		1	(1)	(3)	(2)	(3)			1			(1)	1	✓
Underground Tank Removal and Soil Remediation	1					(1)						4	(1)					✓

PUBLIC RIGHT-OF-WAY PERMIT

General (129.0702)	1	1		(1)	(1)		(8)	(3)	(2)	(3)	(1)				14	(14)	(14)	✓
Self Certification (Information Bulletin 570)	1	1		(1)			(1)	(3)	(2)	(3)					1	(1)	(1)	✓
Minor Public Improvements	1				(1)		(2)					5						✓
Fences & Walls (62.0301)	1		1		2													✓
Encroachments requiring City Council approval (62.0303)	1		1		9													✓

PUBLIC RIGHT-OF-WAY USE PERMIT (126.0901)

SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)	1	1		(1)			(13)	(3)	(2)	(3)	(1)				15	(15)	(15)	✓
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LEGEND: 1 = Number of Copies Required
✓ = Applies to all Plans required

(1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist
(142.042) = Land Development Code Section Reference
[000] = Information Bulletin Number

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Project Submittal Requirements

Construction Permits – Grading and Public Right of Way



City of San Diego
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Minimum Submittal Requirements Checklist Construction Permits - Grading and Public R.O.W.

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if the proposed project meets those conditions. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, these items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements	
1.0	GENERAL APPLICATION PACKAGE	
1.1	General Application (DS-3032): See instructions on back of application form for more detail.	
1.2	Parcel Information Checklist (DS-302): See instructions on the checklist for more detail.	
1.3	Storm Water Requirements Applicability Checklist (DS-560): See instructions on the checklist for more detail.	
1.4	Conditional - Proof of Ownership: Required if proposing encroachments into the public right-of-way or public easements, and for Public Right-of-Way Use Permit applications. <u>Provide a copy of the current Grant Deed</u> for the property adjacent to the proposed encroachment area as proof of current ownership of the underlying fee title.	
1.5	Conditional – Ownership Disclosure Statement (DS-318): Required for Encroachment Maintenance and Removal Agreements and Public Right-of-Way Use Permit applications. See instructions on form for more detail.	
1.6	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the approved Concurrent Processing Agreement. To obtain this agreement contact your Development Project Manager.	
2.0	CONSTRUCTION COST ESTIMATE	
2.1	Cost Estimate: This is a construction cost estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done.	
2.2	Stamp: This estimate must be prepared by a registered civil engineer using the most current “Land Development Review Division - Cost Estimate Unit Price List,” available at the Development Services Center, 5 th floor.	
3.0	PUBLIC NOTICE PACKAGE See Information Bulletin 512 for information on how to obtain public noticing information.	
3.1	Mailing Labels: Provide 3 sets of owner and occupant mailing labels.	
3.2	Assessors Map(s): Provide assessors Map(s) with 300-foot noticing radius outlined	
3.3	Address lists: Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
3.4	Public Notice Certification: Item 12 of General Application must be completed and signed.	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
4.0	Conditional - DRAINAGE STUDY: Required if proposing a project that changes the natural drainage course of a property or proposing a storm water runoff drainage system that impacts a public storm drain system.	
4.1	Drainage Plan: Provide drainage plan with readable contours.	
4.2	Stamp/Signature: Cover must be signed and stamped by a registered civil engineer in accordance with the Business and Professions Code.	
5.0	Conditional - ENCROACHMENT EXHIBIT: Required if proposing encroachments into the public right-of-way or public easements.	
5.1	EM&RA Form (DS-3237 or DS-3237b): Encroachment Maintenance and Removal Agreement form must be completed. The agreement is available through our web site at: www.sandiego.gov/development-services or on the 3rd floor of the Development Services Center.	
5.2	Exhibit: A separate 8 ½” by 11” exhibit detailing the encroachment area is required, unless otherwise shown on a B-sheet or D-sheet drawing. The exhibit shall include the following detail:	
5.2.1	Vicinity Map: A vicinity map with a north arrow (north arrow will be oriented with north at top or left of the sheet).	
5.2.2	Property Lines: The property and property lines completely labeled and dimensioned with north arrow and scale (north arrow will be oriented with north at top or left of the sheet).	
5.2.3	Type of Encroachment: The type of encroachment called out (e.g., “encroachment - private xxxx”).	
5.2.4	Conditional - Right-of-way Lines: If encroachment is in the right-of-way, show distances from the centerline and curb line to the right-of-way line.	
5.2.5	Conditional - Easement Limits: If the encroachment is in an easement, identify type of easement and limits.	
6.0	Conditional - GEOTECHNICAL STUDY: All grading projects require a Geotechnical Study except where a Maintenance Agreement for Uncontrolled Embankment is provided at time of project submittal. See Information Bulletin 515, “Development Permit, Subdivision and Grading Permit Geotechnical Study Requirements” to determine the type of study required.	
6.1	Age: Report cannot be more than three years old or be accompanied by an update letter from the responsible engineer that the report is still current and valid.	
6.2	Stamp/Signature: Report must be signed and stamped by a registered geotechnical professional such as a RCE, GE, or CEG.	
6.3	Subject Property: Report must be for the subject project.	
7.0	Conditional - PRIOR DEVELOPMENT APPROVAL DOCUMENTATION Required if the property had a prior Policy Approval or Development Permit/Approval. Copies of resolutions granting these approvals/permits may be obtained from the Development Services Center Records Section, located on the 2 nd floor. If a Policy or Development Permit/Approval is currently being processed, an approved Concurrent Processing Agreement must be provided as part of the General Application Package (see item 1.6).	
7.1	Permit/Resolution: Provide copies of the approved tentative map resolution and/or development permit.	
7.2	Approved Exhibit: Provide a copy of all approved exhibits referenced in the permit/resolution	
8.0	Conditional - SEWER STUDY Required where an existing Development Permit identifies that a Sewer Study is required. The study must comply with the Sewer Design Guide (available at the Development Services Center, Records Section, 2 nd Floor). Note: The Study must be approved by the City Engineer prior to submittal of grading or public improvement plans.	
8.1	Stamp/Signature: Provide stamp and signature of authorized professional engineer, in accordance with the California Business and Professions Code.	
8.2	Plans: Study must include plans showing existing and proposed work, along with existing and proposed roadways and topography.	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
9.0	Conditional - STRUCTURAL CALCULATIONS Structural calculations are required when placing shoring/tie backs in the public right-of-way and for bridges.	
9.1	Stamp: Provide stamp of authorized professional engineer or architect, in accordance with Section 6700 of the California Business and Professions Code.	
10.0	Conditional - WATER STUDY Required where an existing Development Permit identifies that a Water Study is required. The study must comply with the Sewer Design Guide (available at the Development Services Center, Records Section, 2 nd Floor). Note: The Study must be approved by the City Engineer prior to submittal of grading or public improvement plans.	
10.1	Stamp/Signature: Provide stamp and signature of authorized professional engineer, in accordance with the California Business and Professions Code.	
10.2	Plans: Study must include plans showing existing and proposed work along with existing and proposed roadways and topography. Show details as required by the study, e.g., maps, drainage basins, etc.	
11.0	RECOMMENDED – WATER QUALITY TECHNICAL REPORT For projects considered as “priority” per Storm Water Applicability Checklist (DS-560) provide a water quality technical report.	
12.0	CONSTRUCTION PLAN (DS-3179) All construction plans must be submitted on City Standard 11 x 17 Construction Plan (DS-3179). Drawing templates are available through our web site at: www.sandiego.gov/development-services/industry/standtemp.shtml or through our Records Section on the 2 nd floor of the Development Services Center.	
12.1	Plans: Provide drawings of all existing and proposed public improvement or grading work.	
12.2	Legend: All items of work to be done must be shown by means of a legend.	
13.3	Conditional – Uncontrolled Fill: If grading proposes the use of undocumented fill (which will not be compacted to standard), show the exact location of the fill area with respect to the property lines.	
13.0	GRADING PLAN Grading plans are required when a grading permit is required per Section 129.0602 of the Municipal Code. Grading plans must be prepared in conformance to the standards listed in the Land Development Manual. Sample format sheets and drawing templates which show these standards are available through our web site at: www.sandiego.gov/development-services/industry/standtemp.shtml or through our Records Section on the 2 nd floor of the Development Services Center.	
13.1	Plan Sets: All plans sets must be stapled, bound together and tri-folded. Plan sets shall include, where required, Landscaping and Traffic Control Plans. Plan sets exceeding 200 sheets must be divided into volumes with a maximum of 200 sheets each, and labeled “volume ____ of ____.”	
13.2	Title Block/scale: Plans must be legible and drawn to scale on a City Standard D-Drawing (D-sheet size is 24” x 36”) with 1” perimeter border and City of San Diego Title Block.	
13.3	Title Sheet: Provide a Title Sheet with the following information: <ul style="list-style-type: none"> • Work to be Done • Legend - All items of work to be done must be shown by means of a legend • Owner/Applicant • Legal Description • APN The following items are recommended to be included on the Title Sheet: <ul style="list-style-type: none"> • Topography Source • Standard Specifications • Standard Drawings • Sheet Index • Site Address • Reference Drawings • Vicinity Map • Construction Change Table 	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
13.4	Stamp/Signature: Provide stamp and signature of authorized professional engineer, in accordance with Section 6700 of the California Business and Professions Code.	
13.5	Grading Quantities: Provide the following tabulations on the grading plans: Graded Area: _____ acres Max. Cut Depth/Slope Ratio: _____ feet / x:y (2:1 max) Cut Quantities: _____ cubic yards Max. Cut Depth/Slope Ratio: _____ feet / x:y (2:1 max) Fill Quantities: _____ cubic yards Import/Export: _____ cubic yards	
13.6	Property Lines: Show property lines including bearings and distances information.	
13.7	Contour Lines: Show existing natural grades and proposed finish grades with contour lines and spot elevations where necessary for the entire site and adjacent to the project site for the purpose of drainage analysis.	
13.8	Grading Quantities: Provide the following tabulations on the grading plans: Graded Area: _____ acres Max. Cut Depth/Slope Ratio: _____ feet / x:y (2:1 max) Cut Quantities: _____ cubic yards Max. Cut Depth/Slope Ratio: _____ feet / x:y (2:1 max) Fill Quantities: _____ cubic yards Import/Export: _____ cubic yards	
13.9	Conditional - Impervious surfaces: If applicable, show all buildings, structures and edges of all pavement and other impervious surfaces.	
13.10	Conditional - Environmentally Sensitive Lands: If grading will occur in Environmentally Sensitive Lands, show the boundary lines of environmentally sensitive lands, such as the steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, special flood hazard areas, sensitive coastal bluffs, etc.	
13.11	Conditional - Retaining Walls: Show all retaining walls, crib walls, or other earth retaining structures and include spot elevations of both the top and the bottom of the wall in several locations to indicate changes in elevation along the length of the wall. Note: A separate Building Permit will be required for construction of the walls.	
13.12	Conditional - Utilities: If existing or proposed underground utilities are within the boundaries of the grading, show the location, size and reference drawing of all existing and proposed utilities (may be shown on separate drawing plan at the same scale as grading plan).	
13.13	Conditional - Easements: If applicable, show all existing and proposed easements.	
13.14	Recommended – Storm Water Pollution Prevention Plan (SWPPP): For grading projects greater than one acre provide a SWPPP.	
13.15	Recommended – Best Management Practice (BMP): For projects considered as “standard” per Storm Water Applicability Checklist (DS-560) indicate site design and source control BMPs on the plans.	
13.16	Recommended - Off-site Grading: Show any proposed off-site grading (all off-site grading must include written consent by the owners of the affected adjacent properties).	
14.0	Conditional - MAINTENANCE AGREEMENT - UNCONTROLLED EMBANKMENT Required when grading proposes the use of undocumented fill (which will not be compacted to standard). The limits of uncontrolled embankment must be identified within the plans. For Underground Tank Removal and Soil Remediation Grading Permits this agreement acts as a bond and will be released to the applicant as soon as the as-graded soils report is submitted to the City and approved. This agreement will be recorded if the applicant fails to submit the as-graded report, prior to the expiration of the permit.	
14.1	Completed Agreement: Uncontrolled embankment agreement must be filled out and submitted with the project application.	
15.0	PUBLIC IMPROVEMENT PLAN (D-Sheet) Public Improvement plans are required when a public right-of-way permit is required see Section 129.0701 of the Municipal Code. Public improvement plans must be prepared in conformance to the standards listed in the Land Development Manual. Sample format sheets and drawing templates which show these standards are available through our web site at: www.sandiego.gov/development-services/industry/standtemp.shtml or through our Records Section on the 2 nd floor of the Development Services Center.	
15.1	Plan Sets: All plans sets must be stapled, bound together and tri-folded. Plan sets shall include, where required, Landscaping and Traffic Control Plans. Plan sets exceeding 200 sheets must be divided into volumes with a maximum of 200 sheets each, and labeled “volume ____ of ____.”	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
15.2	Title Block/scale: Plans must be legible and drawn to scale on a City Standard D-Drawing (D-sheet size is 24" x 36") with 1" perimeter border and City of San Diego Title Block.	
15.3	Provide a Title Sheet with the following information: <ul style="list-style-type: none">• Work to be Done• Legend - All items of work to be done must be shown by means of a legend• Owner/Applicant• Legal Description• APN The following items are recommended to be included on the Title Sheet: <ul style="list-style-type: none">• Topography Source• Standard Specifications• Standard Drawings• Sheet Index• Site Address• Reference Drawings• Vicinity Map• Construction Change Table• Street Design Data Table	
15.4	Stamp/Signature: Provide stamp and signature of authorized professional engineer, in accordance with Section 6700 of the California Business and Professions Code.	
15.5	Property Lines: Show property lines including bearings and distances information.	
15.6	Benchmark: Show benchmark elevation for public improvement plans (use City of San Diego Vertical Control Record).	
15.7	Conditional – Street Trees & Shrubs: Show existing and proposed street trees and landscape improvements in the public rights-of-way. Provide the following table on the plan: MINIMUM TREE SEPARATION DISTANCE <ul style="list-style-type: none">• Improvement/ Minimum Distance to Street Tree• Traffic signals (stop signs) - 20 feet• Underground utility lines - 5 feet (10-feet for sewer)• Above ground utility structures - 10 feet• Driveway (entries) - 10 feet• Intersections (intersecting curb lines of two streets) - 25 feet	
15.9	Recommended - Sewer Design: Show sewer size, type, slope and elevations of manhole inlet, outlet and rim. For pipe profile, show original ground line and proposed finished grade. Additional profile data is required for sewers 18" in diameter and larger. Must show design flow (Q), velocity (V), design depth (Dn), ratio of design flow to pipe diameter (Dn/D) and manning's "n" value.	
15.10	Recommended – Best Management Practice (BMP): For projects considered "standard" per Storm Water Applicability Checklist (D5-560) indicate on plans design and source control BMPs.	
16.0	Conditional - TRAFFIC CONTROL PLAN Traffic control plans are required for all public right-of-way and grading projects, construction projects, and other work that encroaches into the public right-of-way, including sidewalk area. Traffic control plans for encroachment work within the public right-of-way on streets with average daily trips (ADT) of 5,000 and over must be submitted on "D" sheet size drawings and incorporated into the grading and/or public right-of-way plan set. Traffic Control Plans shall conform to the City of San Diego Standard Drawings, Appendix A, CALTRANS Manual of Traffic Controls for Construction and Maintenance Works Construction, including Regional Supplemental Amendments. Information on average daily trips (ADT) can be obtained from Traffic Safety and Information, Executive Complex Building, 1010 Second Avenue, 9 th Floor, (619) 533-3140.	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
16.1	General Data: All traffic control plans must show the following general data: <ul style="list-style-type: none"> • Trench profile (Typical section of the construction area including width and depth of trench in relation to the existing striping.) • Lane widths, raised medians and islands - show existing striping pattern. • Location of proposed work. • Type of work proposed that requires traffic control. • Dates of proposed work. • Work hours - 8:30 a.m. through 3:30 p.m. unless otherwise permitted. 	
16.2	Street Information: All traffic control plans must show the following street information: <ul style="list-style-type: none"> • Width of sidewalks - if work is to be done within sidewalk area, include location of all obstructions. • Distance to adjacent cross streets. • Street width. • Parking restrictions - red curb, loading zones, parking meters, etc. • Lane widths, raised medians and islands - show existing striping pattern. • Traffic Controls - stop signs, traffic signals, etc. 	
16.3	Drawings: Provide a drawing (to scale) showing position and spacing of: <ul style="list-style-type: none"> • Construction Signs • Barricades • Delineators • Flashing, Steady Burn Lights, and/or Flashing Arrow Boards • Temporary Striping and Pavement Markings • Lane Taper Lengths (L) must be clearly shown: <ul style="list-style-type: none"> (a) For speeds of 40 mph or less: $L = ws^2/60$ (b) For speeds over 40 mph: $L = ws$ (Where, w = width of lane shift, s = speed posted or 85% speed, whichever is highest) 	
16.4	Conditional - Trench Profile: When trenching, provide a typical section of the construction area including width and depth of trench in relation to the existing striping.	
17.0	LANDSCAPE PLANS – Landscape plans show how the project complies with the Revegetation and Erosion Control, Street Tree and Public Right-of-Way Planting, and irrigation requirements of the Municipal Code (Sections 142.0402, 142.0403, 142.0409 and 142.0411). If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 15 of the Municipal Code).	
17.1	General Requirements - All Plans	
17.1.1	General Notes- All landscape and erosion control plans shall have general notes from the landscape architect of record. A copy of the City's general notes may be found on the City's web site.	
17.1.2	Title Block/scale: Plans must be legible and drawn to scale on a City Standard D-Drawing (D-sheet size is 24" x 36") with 1" perimeter border and City of San Diego Title Block. Provide a signature block for the Landscape Architect.	
17.1.3	Responsible Charge Statement: Include the following stamped and signed statement on the title sheet: <u>Declaration of Responsible Charge</u> I hereby declare that I am the Landscape Architect of Work for the surface design and treatment of this project, that I have exercised responsible charge over the surface design of the project as defined in Section 5615 of the Business and Professions Code, and that the design is consistent with current standards. I understand that the check on project drawings and specifications by the City of San Diego is confined to a review only and does not relieve me, as Landscape Architect of Work, of my responsibilities for the surface project design."	
17.1.4	Conditional - Limits of Work Line: On existing or phase projects, indicate with a dashed line the limits of work.	
17.1.5	Recommended - Top Soil Stock Pilling: Provide the staging area, soil profile and application specifications for reuse of top soils.	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
17.1.6	Recommended – Observation Agreement: Prior to approval of the landscape construction plans the owner's landscape architect or qualified representative shall complete the Landscape Observation Agreement. Provide the name and phone number of the person who will be performing the site observations and reporting back to the City in letterform at completion of each phase. The observation report shall encompass the scope of work on the Landscape construction Plans. Phases include, but are not limited to, job start, brush management, contoured grading, finish grading, slope planting, flat work/ foundation, irrigation pressure test, planting layout /size and quantity, irrigation coverage test, and a final inspection with the landscape inspector).	
17.2	Revegetation & Erosion Control Plan Conditional: Required for all grading projects proposing slopes with gradients steeper than 4:1 that are 5-feet or greater in height or when creating disturbed areas of bare soils.	
17.2.1	Legend: Provide the following information in the legend, by category: graphic symbols, quantities and size of trees, shrubs and ground covers that are consistent with the minimum landscape regulations requirements. <ul style="list-style-type: none"> • Label or symbol all trees and shrubs • Botanical names and common names • Mature height /spread of trees and shrubs • Quantities and container sizes of each symbol • Symbol and on center spacing of container stock and root cuttings • Symbol of each hydro seed mix. • Detail Numbers & Maintenance considerations • Symbol of each seed mix, pounds per acre of seed mixes, % pure live seed, total pounds per acre and identify if seed mix is to be irrigated or non-irrigated Botanical names and common names 	
17.2.2	Planting Plans: Provide a plan that graphically represents the installation of a planting design proposed for the site. Revegetation, erosion control and slope restoration may be included on the planting plan if the plans provide sufficient clarity. The planting plans must provide graphic symbols, quantities and size of trees, shrubs and ground covers that are consistent with the minimum landscape regulations requirements.	
17.2.3	Details: Provide planting details such as Soil Profile, Trees, Shrub/Vine Planting, Slope planting of trees and shrubs, Groundcover Planting (note on center spacing and pattern).	
17.2.4	Conditional - Limits of Work Line: On existing or phased projects, indicate with a dashed line the limits of work.	
17.2.5	Conditional - Revegetation program Notes: When slopes are being disturbed, provide a description of the proposed Revegetation program with the following information: <ul style="list-style-type: none"> • Type of habitat by area. • Type of irrigation. (i.e., surface set, micro spray system). • Time of year for planting container stock. • Specific planting techniques. • Time of year for Hydro seeding specific seed mixes and percentage of coverage required. • Time for establishment. • Maintenance criteria: Monitoring schedule and the responsible parties. 	
17.2.6	Conditional - Retaining Walls: Where retaining walls (6-feet in height or greater) are proposed, provide landscape plans and details showing planting and irrigation to screen the retaining walls. Note: The plant material used to screen the walls must cover 80% with in two years.	
17.2.7	Recommended - Existing Trees and Shrubs: Where trees and shrubs exist, indicate with a dashed symbol and label to be removed or to remain. Provide the botanical and common name, caliper size of the trees and the height and spread of the shrubs. Provide the name and condition of any ground cover to remain.	
17.2.8	Recommended - Mitigation and Monitoring Program – Provide general notes on the plans for the Mitigation and Monitoring Reporting Program per the environmental document prepared for the project.	
17.3	Irrigation Plan	
17.3.1	Plan: Provide symbols on the irrigation plan and legend that graphically defines the size and type of various irrigation products and materials such as; back flow preventor, controller, rain shut off switch, valves, and pipe.	

Project Submittal Requirements**Construction Permits – Grading and Public Right of Way**

Item No.	Requirements	
17.3.2	Legend: Provide irrigation components that are consistent with the minimum landscape regulations requirements. On the legend provide, <ul style="list-style-type: none"> • Symbols for each irrigation component • Irrigation materials by size • Product names & Manufacture • Irrigation pattern, radius, arc and the precipitation rate. • Gallons per minute • Detail Numbers & Maintenance considerations • Water conservation Notes 	
17.3.3	Details: Provide irrigation details and number them consistently with the legend. Provide details such as; back flow, controller, rain shut off switch, valves, wire caps, trenching depths, irrigation heads by type and use. Provide a reference to the specification section that applies.	
17.3.4	Recommended - Point of connection (POC): Provide the point of connection (POC) and the Static pressure in the street, including working pressure and the feet per second of the system design.	
17.3.5	Recommended - Specifications: Provide irrigation specifications on a separate sheet.	
17.4	Public Right-of-Way Planting Plan Conditional: Required when new trees or shrubs are planted in the public right-of-way	
17.4.1	Plans: Show all existing and proposed street trees and utilities (underground water, sewer, gas, including overhead and underground electric and telephone cables) located within the public right-of-way.	
17.4.2	Legend: Provide the following information for existing (to remain) and proposed planting in the legend, by category: graphic symbols, quantities and size of trees, shrubs and ground covers that are consistent with the minimum landscape regulations requirements. <ul style="list-style-type: none"> • Label or symbol all trees and shrubs • Botanical names and common names • Mature height /spread of trees and shrubs • Quantities and container sizes of each symbol • Symbol and on center spacing of container stock and root cuttings • Symbol of each hydro seed mix. • Detail Numbers & Maintenance considerations 	
17.4.3	Notes: Provide the following table on the plan: MINIMUM TREE SEPARATION DISTANCE <ul style="list-style-type: none"> • Improvement/ Minimum Distance to Street Tree • Traffic signals (stop signs) - 20 feet • Underground utility lines - 5 feet (10-feet for sewer) • Above ground utility structures - 10 feet • Driveway (entries) - 10 feet • Intersections (intersecting curb lines of two streets) - 25 feet 	
17.4.4	Recommended - Root Barrier: For all trees within 5 feet of any hardscape, pavements, or curb in the rights-of-way, provide a bold symbol for each Root Barrier location and the type of Root barrier on the planting plan.	
17.4.5	Recommended - Existing Trees and Shrubs: Where trees and shrubs exist, indicate with a dashed symbol and label to be removed or to remain. Provide the botanical and common name, caliper size of the trees and the height and spread of the shrubs. Provide the name and condition of any ground cover to remain.	
18.0	FEES [See Information Bulletin 502] Checks must be made payable to the “City Treasurer” in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.	